

**MINUTES OF THE  
OTTER TAIL COUNTY BOARD OF COMMISSIONERS  
Government Services Center, Commissioners' Room  
500 W. Fir Avenue, Fergus Falls, MN  
Tuesday, February 10, 2009  
9:15 a.m.**

**Call to Order**

The Otter Tail County Human Services Board convened Tuesday, February 10, 2009, at 9:21 a.m., at the Otter Tail County Government Services Center in Fergus Falls, MN, with Commissioners Everett Erickson, Chair; Roger Froemming, Vice-Chair; John Lindquist, Doug Huebsch and Lee Rogness present.

**Approval of Agenda**

Motion by Froemming, second by Lindquist, and unanimously carried to approve the Human Services Board agenda of February 10, 2009, as mailed.

**Approval of Minutes**

Motion by Lindquist, second by Froemming, and unanimously carried to approve the Human Services Board meeting minutes of January 27, 2009, as presented.

**Committee of the Whole Discussion**

Discussion took place regarding the proposed Feedlot Officer position and the Extension Ag Educator position. Budget concerns were expressed regarding these positions. Auditor, Wayne Stein, provided the County's 2009 Budget and explained the Operating Expense Budget and the Capital Improvement Committee Budget (Fund 14). The process for the Capital Improvement Committee is as follows: 1) dollars are appropriated into Fund 14 by each Department for their known capital expenses which carryover from year to year; 2) when the capital expenditure is necessary, a Capital Improvement Fund expense request is completed and submitted to the Auditor; 3) the Auditor presents the request to the Capital Improvement Committee for approval; and 4) the Capital Improvement Committee will approve the purchase, deny the purchase or refer the purchase to the full County Board.

**Part Time Surveillance Officer**

Probation Director, Chuck Kitzman, submitted financial information regarding a part-time Surveillance Officer position for the DWI Court Program. He stated that the 2009 DWI Court Surveillance Officer position would be grant funded by the National Transportation Highway Safety Administration through the Minnesota Department of Public Safety. Mr. Kitzman briefed the Board regarding the hiring process relative to the position. Motion by Rogness, second by Huebsch, to approve the half-time Surveillance Officer position as presented by the Probation Director. Judges Barbara Hanson and Waldemar Senyk spoke about the value of the program in terms of changing offender's lives. Chairman Erickson called for a vote on the motion. Motion carried with Lindquist opposed because of the possibility of reconfiguring positions, not in opposition of the DWI Program.

**West Central Regional Juvenile Center**

Mr. Kitzman and Commissioner Lindquist attended the recent WCRJC Advisory Board meeting. Most counties have agreed to pay their share of the 2008 deficit except for Pope County. Pope County is considering using an alternative detention facility. Stearns County is still considering whether or not to pay their share of the deficit. Mr. Kitzman reported that the CY2009 WCRJC Budget is based on 18.5 residents in the Detention Program and during the month of January, 2009, only 17 residents were in the facility. The Advisory Committee has requested that management at the facility reconfigure their budget based on 17 residents and, in addition, extended an invitation to Mahnomon County to return to the facility. Advisory Board meetings will take place quarterly and the WCRJC will provide monthly budgets.

**Out-of-State Travel Request**

Public Health Director, Diane Thorson, is serving on the Minnesota Department of Health Steering Committee for the Multi-State Learning Collaborative which is funded by the Robert Wood Johnson Foundation. This project is working with county agencies to improve their capacity to engage the community in public health planning for the first year and to implement a plan to address obesity in the second year. One aspect of the work is to visit other states to observe how they are implementing similar work that could be replicated in Minnesota. Motion by Huebsch, second by Lindquist, and unanimously carried to authorize the Public Health Director to attend site visits in New Hampshire, April 20 and April 21, 2009, for the above-described purpose with all expenses paid by the Robert Wood Johnson Foundation Grant.

**Public Health Programs**

Ms. Thorson provided 2008 program areas and corresponding expenditure and revenue sources. The expenditures for 2008 were \$2,319 more than revenues received. She provided a list of mandated services and discussed the challenge of identifying the highest priority in the County for each one of these mandated service areas. The Women, Infant & Children (WIC) program serves about 1,600 people and the agency receives \$230,000 to \$250,000 for staff to enroll clients. As a result of the WIC Program, Ms. Thorson reports that \$1,050,049 goes back to our grocery stores in our communities. An "Issue Importance Worksheet" was presented with 9 rating categories for community health issues.

**Human Services Contract Approvals**

Motion by Rogness, second by Huebsch, and unanimously carried to approve the following Human Services contracts:

<b>Agency</b>	<b>Program</b>	<b>Effective Date</b>	<b>Targeted Population</b>	<b>Funding Information</b>
Arvig Enterprise, Inc.	Supplies & Equipment	01-01-2009 to 12-31-2009	Waiver Eligible Clients	Not to exceed \$29.95 per month-AC/EW/CADI/TBI or CAC Waiver Funds
The Social Connexion	Social Club Type Activities	01-01-2009 to 12-31-2009	Adults with Serious & Persistent Mental Illness	Maximum of \$74,632.38 paid through BCOW Initiative Funding with OTC serving as fiscal host
A Place To Belong	Social Club	01-01-2009 to 12-31-2009	Adults with Serious & Persistent Mental Illness	Maximum of \$141,375.00 paid through BCOW Initiative Funding with OTC serving as fiscal host

Prairie Community Services, Inc.	Waivered Services/ICF/MR	01-01-2009 to 12-31-2009	Persons with Mental Retardation or Related Conditions	State Waivered Dollars & MA (state rate schedule)
Harmony Home Health Care	Residential Services/Assisted Living	01-01-2009 to 12-31-2009	Elderly	AC/EW/CADI/TBI or CAC Waiver Funds
Lutheran Social Services	Waivered Services	01-01-2009 to 12-31-2010	Persons with Mental Retardation or Related Conditions	State Waivered Dollars & MA (state rate schedule)
Lakeland Mental Health Center	Children's & Adult's Mental Health & CD Services	01-01-2009 to 12-31-2009	Adults with Serious & Persistent Mental Illness	Various Funding Sources Depending on Program (Initiative/County of Responsibility/MA/State & Federal Funds)
Productive Alternatives, Inc.	Sheltered Employment, Supported Employment & Follow-up Services	01-01-2009 to 12-31-2009	Persons with Mental Retardation or Related Conditions	Not to exceed \$196,117 for SE/SE & \$6,000 for Follow-up Services (county of responsibility)

**Legislative Update**

Human Services Director, John Dinsmore, provided the Minnesota Association of County Social Service Administrators Legislative Update dated January 29, 2009 and summarized the Governor's proposals and potential affect on County Human Services programs and the affected population.

**Hiring Request**

Mr. Dinsmore presented a document requesting Board authorization to fill one Financial Worker position and one Support Enforcement Aide position. Mr. Dinsmore stated that his previous request was to fill three positions and now the request is to fill two of those positions. He stated that the County would spend \$45,300 out of a total cost of \$100,000 as a portion of the two positions are federally-funded. Chairman Erickson responded that he would like to wait until after the legislative session to fill positions when the County's revenues for the year will be determined. Discussion continued as follows: impact of jobs if the Human Services Department is required to cut their 2009 Budget by a percentage, problems with not filling positions because terminations are an unknown factor; therefore, some Departments are adversely impacted more than others, and the Governor's proposal to mitigate loss of State revenue next year if 15 statewide Human Service Centers are established. Motion by Huebsch, second by Rogness, to authorize the Human Services Director to fill one Financial Worker position and one Support Enforcement Aide position. Motion failed with Lindquist, Froemming, and Erickson opposed.

**Approval to Pay Bills & Claims**

Motion by Lindquist, second by Froemming, and unanimously carried to approve payment of the Human Services bills and claims as presented.

**Adjournment**

At 10:44 a.m., Chairman Erickson declared the meeting of the Otter Tail County Human Services Board adjourned until 9:15 a.m. on Tuesday, March 10, 2009.

Dated: \_\_\_\_\_

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: \_\_\_\_\_

Everett P. Erickson, Human Services Board Chair

Attest: \_\_\_\_\_

Larry Krohn, Clerk

### **Call to Order**

The Otter Tail County Board of Commissioners convened Tuesday, February 10, 2009, at 11:00 a.m., at the Otter Tail County Government Services Center in Fergus Falls, MN, with Commissioners Everett Erickson, Chair; Roger Froemming, Vice-Chair; John Lindquist, Doug Huebsch, and Lee Rogness present.

### **Approval of Agenda**

Motion by Rogness, second by Huebsch, and unanimously carried to approve the Board of Commissioners agenda of February 10, 2009, as presented.

### **Approval of Minutes**

Motion by Froemming, second by Rogness, and unanimously carried to approve the Board of Commissioners meeting minutes of February 3, 2009, as presented.

### **Approval to Pay Bills**

Motion by Rogness, second by Huebsch, and unanimously carried to approve payment of the County Board bills per Attachment A of these minutes.

### **Minnesota Transportation Alliance**

Margaret Donahoe, Executive Director of the Minnesota Transportation Alliance, provided an update regarding this statewide organization that is involved in the planning, designing, construction, operation and use of Minnesota's transportation system. She reported on the historic Transportation Funding that occurred in the last legislative session that constitutionally dedicated the gas tax, license tab fee revenue, and motor vehicle sales tax. Several documents were presented and summarized. Discussion continued regarding the value of a statewide effort to obtain transportation funding and the potential Stimulus Package funding.

### **Payment Approval**

Motion by Lindquist, second by Froemming, and unanimously carried to authorize payment, in the amount of \$7,432.52 to Julie N. Johnson, which represents one-half of the moving costs in the case of a Land Use Claim, Johnson Etal vs. Otter Tail County. Otter Tail County will be receiving this payment from Minnesota Counties Insurance Trust.

### **Recessed & Reconvened**

At 11:38 a.m., Chairman Erickson declared the meeting of the Otter Tail County Board of Commissioners recessed for a Committee meeting and lunch break. The meeting was reconvened at 1:27 p.m.

### **Perham Resource Recovery Facility (PRRF)**

Solid Waste Director, Mike Hanan, submitted multiple documents to provide Board members with a background of events including the original agreement relative to the PRRF. He briefed the Board regarding the project and stated that the facility processes about 33,500 tons of garbage per year with a design capacity of 36,000 tons per year. Lengthy discussion occurred after the briefing as follows: landfilling vs. incineration, recycling and how to become a leader in the state for renewable energy, value of producing steam vs. electricity and market comparison, gasification and better technology, problems with aluminum cans and plastic which are bad for the processor when incinerating, remaining life of the PRRF, and regional services. Commissioners directed the Solid Waste Director to set up a tour of the PRRF and other similar projects.

**2010-2016 Highway Improvement Program**

Highway Engineer, Rick West, presented dates for public input regarding the 2010-2016 Highway Improvement Plan and dates for Board of Commissioners Highway Tour.

**Phelps Mill Restoration Discussion**

Mr. West briefed the Board regarding federal enhancement dollars that may be available for trails and restoration of historic transportation structures in the proposed stimulus package. He stated that the Phelps Mill project may qualify and discussed the funding options.

**Out-of-State Travel Request**

Motion by Rogness, second by Froemming, and unanimously carried to authorize the Highway Engineer to attend the National Association of County Engineers Association (NACE) Annual Conference April 19-23, 2009 in Peoria, Illinois.

**Financial Documents**

Motion by Rogness, second by Froemming, and unanimously carried to designate Auditor, Wayne Stein as authorized County Representative and Coordinator, Larry Krohn as alternate County Representative and authorize either of them to take all actions and do all things as required or permitted under the terms of the Trust Indenture, Lease and/or Purchase Option Agreement for the Otter Tail County Housing and Redevelopment Authority, Minnesota Public Purpose Revenue Bonds, Series 2009A.

**Red River Valley Development Association Board**

Motion by Rogness, second by Lindquist, and unanimously carried to nominate Daniel Roehl for placement on the ballot to represent Otter Tail County on the Minnesota Red River Valley Development Association Board of Directors. The position is for a three year term beginning in March of 2009.

**Application for Exempt Permit**

Motion by Froemming, second by Huebsch, and unanimously carried to approve, with no waiting period, the LG220 Application for Exempt Permit as submitted by the Minnesota Finnish American Historical Society, Chapter 13, for an event scheduled on August 29<sup>th</sup> and August 30<sup>th</sup> at the Finn Creek Open Air Museum in New York Mills.

**Payment Approvals**

Motion by Rogness, second by Huebsch, and unanimously carried to authorize payment from the General Revenue Fund, in the amount of \$364.00, to Meritcare Hospital for costs incurred under the provisions of Minnesota Statute 609.35.

Motion by Huebsch, second by Lindquist, and unanimously carried to approve payment, in the amount of \$427,780.90, from the Construction Fund to Comstock Construction, Inc. of MN for the Otter Tail County 60 Bed State Operated Inpatient Chemical Dependency Treatment Facility with details outlined in Payment Nos. 13 and 14.

Motion by Huebsch, second by Lindquist, and unanimously carried to approve payment, in the amount of \$8,671.28, from the Construction Fund to Pro Landscapers LLC for landscaping at the Otter Tail County Operations Center.

**Bois De Sioux Watershed District**

Auditor, Wayne Stein, provided a letter from the Bois De Sioux Watershed District requesting County Commissioners to oppose House File 109 and Senate File 266 which would require County approval of Watershed District Budgets.

**Digital Audio Recording**

MIS Director, Tim Brand, requested approval of a digital audio recording and audio file management system to be used by multiple departments, including the Sheriff's Department, with a total cost of \$55,026. Motion by Huebsch, second by Rogness, and unanimously carried to approve purchase of a Winscribe Digital Recording System from Northland Business Systems, at a purchase price of \$55,026, which includes the first year costs of hardware, licenses, installation and training. Maintenance thereafter would total \$5,455 as opposed to \$16,000 per year for the current Sheriff's Department system. Payment of this system will be made out of the Capital Improvement Fund (Fund 14).

**EXPO 2009 Bio-Science Program**

Motion by Froemming, second by Erickson, and unanimously carried to authorize Commissioners Huebsch, Rogness and Lindquist to attend the 2009 Bio-Science Program at the Bigwood Event Center in Fergus Falls on Wednesday, March 4, 2009.

**Board Appointments**

Motion by Erickson, second by Lindquist, and unanimously carried to appoint Tom Lee to the Otter Tail County Board of Adjustment (replacing the term of Carl Zick) and to reappoint Ken Erickson on the Otter Tail County Planning Commission.

**Adjournment**

At 3:58 p.m., Chairman Erickson declared the meeting of the Otter Tail County Board of Commissioners adjourned until 9:15 a.m. on Tuesday, March 3, 2009.

Dated: \_\_\_\_\_

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: \_\_\_\_\_  
Everett P. Erickson, Board of Commissioners Chair

Attest: \_\_\_\_\_  
Larry Krohn, Clerk

**WARRANTS APPROVED ON 2/10/2009 FOR PAYMENT 2/10/2009**

<b><u>VENDOR NAME</u></b>	<b><u>AMOUNT</u></b>
AGGREGATE INDUSTRIES INC	15,594.79
AMERICAN TOWER CORPORATION	93.09
AMERIGAS	738.10
ANDERSON LAND SURVEYING INC	2,440.00
ARVIG COMMUNICATION SYSTEMS	200.00
AT&T MOBILITY	869.89
BERTS TRUCK EQUIPMENT OF MHD I	80.95
BEYER BODY SHOP INC	202.28
CARR'S LAKE COUNTRY SUPERMARKE	11.58
CATCO PARTS AND SERVICE	442.61
CERTIFIED AUTO REPAIR	504.30
COMMERS	679.47
COOPERS TECHNOLOGY GROUP	7,252.48
CULLIGAN WATER CONDITIONING	10.65
DAKOTA PRINTER REPAIR LLC	291.00
DAN'S TOWING & REPAIR	199.60
DETROIT LAKES OVERHEAD DOOR SE	156.03
GARRETT EASTWOOD	7.85
MAYNARD FALK	370.00
CITY FARGO ND	300.00
FERGUS ELECTRIC	1,894.99
FERGUS FALLS DAILY JOURNAL	891.46
FERGUS FALLS POLICE DEPT	379.65
CITY FERGUS FALLS	8,011.73
FERGUS TIRE CENTER	15.00
FERRELLGAS	158.89
G & R CONTROLS	105.00
GALL'S INC	99.45
GRAINGER INC	238.95
DAVID HAUSER	241.45
HEDAHLS HEADQUARTERS	8.99
HEYER LAND SURVEYING AND ENGIN	6,080.00
HINTERMEISTER INC	1.09
GERALD HOLO	4.32
HSBC BUSINESS SOLUTIONS	36.40
INNOVATIVE OFFICE SOLUTIONS	148.19
INSIGHT PUBLIC SECTOR	201.69
J C'S GENERAL STORE	2.60
KELLY SERVICES INC	304.00
L & L SERVICE	57.85
LAKELAND MENTAL HEALTH CENTER	3,480.50
LARRY OTT INC TRUCK SERVICE	625.00
PAT LARUM	120.47
LAWSON PRODUCTS INC	255.58
LIEBERMAN CO INC	220.32
KAREN LUNDIN	13.26
M-R SIGN COMPANY INC.	16.77
MAAO	75.00
MARCO	5,354.72
MARCO INC ST LOUIS	449.76
MCHRMA	50.00
MEADOWBROOK INC	748.00
MEKALSON HYDRAULICS INC	1,822.75
MERIGEN MEDICAL	318.59
MIDWEST PRINTING CO	260.93

MN ATTORNEY GENERAL'S OFFICE	1,290.78
MN DEPT OF AGRICULTURE	200.00
MN MOTOR COMPANY	118.10
MN SHERIFFS' ASSOCIATION	113.16
JIM MYHRE	13.60
NARROWCAST GROUP LLC	295.00
NETWORK CENTER COMMUNICATIONS	265.00
NORTH AMERICAN SALT CO	9,592.46
NORTHERN PLUMBING SUPPLY	332.47
NORTHLAND REBUILDING	400.00
OFFICEMAX INCORPORATED	556.95
OLSON OIL CO INC	28.74
RICHARD OLSON	4,302.80
OTTER TAIL CO TREASURER	288,107.94
OTTER TAIL POWER COMPANY	336.41
OTTER TAIL TELCOM	43.13
OUTDOOR RENOVATIONS LANDSCAPE	13,869.50
OVERLAND MECHANICAL SERVICES	95.00
PACE ANALYTICAL SERVICES INC	810.00
DONALD PEDERSON	4.09
PERHAM CO OP CREAMERY	454.96
PERHAM ENTERPRISE BULLETIN	51.60
PERHAM STEEL & WELDING	4.79
PINE PLAZA TV APPLIANCE	271.47
PITNEY BOWES	59.48
POWER PLAN	1,290.55
PUBLIC SAFETY CENTER INC	122.57
QUILL CORPORATION	101.13
RDO EQUIPMENT CO FARGO	53.88
RECYCLING ASSOCIATION OF MINNE	150.00
THE RENTAL STORE	93.96
REVIEW ENTERPRISES INC	39.37
ROYAL TIRE INC	4,653.36
BARRY SEIDEL	25.44
SEWER SERVICE	80.00
RICK SHEILS	20.00
JUDY SIGGERUD	44.55
PAUL SIMENGAARD	84.94
SPRINT	55.00
STATE INDUSTRIAL PRODUCTS	137.90
STEINS INC	754.58
STEVE'S SANITATION INC	280.80
STREICHERS	250.80
STRINGER BUSINESS SYSTEMS INC	16.27
SYNERGY GRAPHICS	208.86
TITAN ACCESS ACCOUNT	1,308.83
KURT TORKELSON	60.28
TOWMASTER	292.60
TRI STAR RECYCLING	3,757.97
UNIFORMS UNLIMITED	127.40
VICTOR LUNDEEN COMPANY	116.29
WADENA CO SHERIFF	80.00
LORI WINDELS	19.25
XEROX CORPORATION	168.03
<u>ZIEGLER INC</u>	<u>752.58</u>
<u>**** FINAL TOTAL.....</u>	<u>\$399,902.64 ****</u>